

CITY OF JOONDALUP

**MINUTES OF MEETING OF THE HOUSE COMMITTEE HELD IN
CONFERENCE ROOM 2, JOONDALUP CIVIC CENTRE, BOAS AVENUE,
JOONDALUP ON TUESDAY, 14 OCTOBER 2003**

ATTENDANCE AND APOLOGIES

Committee Members:

Mayor Carlos

Cr P Kimber

Deputy Chairperson

Cr C Mackintosh

Cr T Brewer, deputising for Cr Gollant

from 1725 hrs

Cr Walker, deputising for Cr Kenworthy

from 1720 hrs

Officers:

Chief Executive Officer:

D SMITH

Manager, Marketing Communications

& Council Support:

B ROMANCHUK

Marketing Co-ordinator:

V ADDISON

Minute Clerk:

L TAYLOR

APOLOGIES

Cr J Gollant

Chairperson

Cr Kenworthy

The Deputy Chairperson declared the meeting open at 1715 hrs.

DECLARATIONS OF FINANCIAL INTEREST/ INTEREST WHICH MAY AFFECT IMPARTIALITY

Nil

CONFIRMATION OF MINUTES

MINUTES OF THE HOUSE COMMITTEE MEETING HELD ON 14 AUGUST 2003

**MOVED Cr Mackintosh, SECONDED Mayor Carlos that the Minutes of the House
Committee Meeting held on 14 August 2003 be confirmed as a true and correct record.**

The Motion was Put and

CARRIED

ITEMS OF BUSINESS

ITEM 1 FINALISATION OF ARRANGEMENTS FOR COUNCIL CHRISTMAS DINNER 2003 - [59064]

WARD - All

PURPOSE

To finalise details of the City Christmas function for 2003.

EXECUTIVE SUMMARY

The format and budget for the Christmas Function hosted by Mayor and Councillors of the City is to be agreed upon.

BACKGROUND

In 2002 the City of Joondalup hosted a Christmas Dinner at the Joondalup Resort for the Mayor, Councillors and Senior Staff of the City, local Members of Parliaments, representatives of other local councils and key community representatives as invited by elected members and Directors. Presentations items were given to invited guests attending the dinner.

DETAILS

Venue:

The Joondalup Resort Terrace has again been investigated for this year's Christmas Dinner with a number of improvements following on from feedback received after the 2002 dinner:

- Saturday 6th December (evening)
- 170 people tentatively booked, made up as 17 tables of 10 guests
- Proposed Guest List as previously agreed by House Committee and Council:
 - Mayor, Councillors, CEO, Directors and their partners. Each Councillor to be permitted to invite 3 guests and their partners from the community. The Mayor permitted to invite 6 guests and their partners
 - State Premier, Local and Federal Members of Parliament with offices or electorates encompassing part of the district of the City of Joondalup, and partners
 - Elected heads of Council and CEOs from the Cities of Wanneroo, Stirling, Swan, Perth, Rockingham and Bayswater and the Shire of Gingin and Cue
 - Major stakeholders of the region from business, education, health and sport and their partners as nominated by elected members and Directors and approved by Mayor and CEO.

The proposed format and details of menu and entertainment are attached.

COMMENT/FUNDING

The costs for the 2003 Christmas Dinner is estimated to be as follows:

- Food & Beverage: \$17,000
- Theming: \$4,000
- Entertainment: \$1,750 (including PA Hire)
- Gifts: \$2,000

Total: \$24,750 (\$145.60 per head)

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee AGREES to the:

- 1 hosting of the 2003 Christmas Dinner on 6 December 2003 at the Joondalup Resort Terrace for approx 170 guests at an estimated cost of \$145.60 per head to be charged to Account 1-0510-3799-0102-9999;
- 2 proposed format, menu, theming and entertainment for the evening.

Cr Walker entered the Room at 1720 hrs.

Cr Brewer entered the Room at 1725 hrs.

MOVED Cr Mackintosh, SECONDED Mayor Carlos that the House Committee AGREES to the:

- 1 hosting of the 2003 Christmas Dinner on 6 December 2003 at the Joondalup Resort Terrace for approx 170 guests at an estimated cost of \$145.60 per head to be charged to Account 1-0510-3799-0102-9999;**
- 2 proposed format, menu, theming and entertainment for the evening;**
- 3 provision of proposed guest lists to elected members.**

Discussion ensued in relation to the proposed formatting and guest lists for the 2003 Elected Members Christmas Dinner.

The Motion was Put and

CARRIED

ITEM 2 2003 CITY OF JOONDALUP CHRISTMAS CARDS - [59064]

WARD - All

PURPOSE

The purpose of this report is request direction on the production and numbers for 2003 Council Christmas cards.

EXECUTIVE SUMMARY

It is proposed that Council provide Christmas cards to elected members and senior staff for delivery to community and stakeholders.

BACKGROUND

In previous years, the City designed customised Christmas cards with a City of Joondalup theme and provided 50 to each elected member and stocks to CEO, Directors and senior staff.

DETAILS

Christmas Cards

Based on 50 cards per elected members and stocks for CEO, Directors and Senior Staff, it is anticipated that the City will require 1,000 cards for 2003.

- ❑ Customised cards designed by internal marketing depicting a recognisable Joondalup image and printed to DL size with customised envelopes will cost approximately \$1,000, OR
- ❑ Generically designed cards can be purchased through a charity organisation with personalised messages printed on the internal portion of the card.

COMMENT/FUNDING

The Christmas Cards have been presented in previous years and funds are available in the 2003/04 budget for this purpose.

Total costs for supply of 1,000 Xmas Cards are estimated as follows.

- | | | |
|-------------------|-----------|----------|
| ❑ Custom Design: | | \$1,000 |
| ❑ Generic Design: | UNICEF | \$2,737* |
| | RED CROSS | \$1,640* |

* incl custom message and dependant upon card chosen – average price used

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee AGREES to the DESIGN of 1,000 Christmas cards for 2003, with 50 provided to each elected member and the remaining (250) provided to Directors and Senior Staff.

MOVED Cr Mackintosh, SECONDED Cr Walker that the House Committee AGREES to the DESIGN of 1,000 customised Christmas cards for 2003, with 50 provided to each elected member and the remaining (250) provided to Directors and Senior Staff.

Discussion ensued.

The Motion was Put and

CARRIED

ITEM 3 2003 ELECTED MEMBERS' CHRISTMAS HAMPERS & FAMILY PICNIC - [59064]

WARD - All

PURPOSE

The purpose of this report is request direction on the budget for 2003 Council Christmas Hampers and investigate opportunity for an Elected member Family Christmas Picnic.

EXECUTIVE SUMMARY

It is proposed that Council provide Christmas gift hampers for elected members and their partners as in previous years and give consideration to hosting a Christmas picnic for Elected Members and their families.

BACKGROUND

In 2002 Christmas hampers to the value of \$150 were presented to each elected member and their family as a Christmas gift.

It has also been proposed this year that the City host a family picnic for all elected members and their families in recognition of the support provided by families, whilst also giving an opportunity for families to meet.

DETAILS

Elected Member's Christmas Gifts

Christmas hampers presented in 2002 to each elected member were to the value of \$150.

The content of the hampers included choices of ham, turkey, wine, white and gourmet food selections. (letter for selection attached). It has also been suggested as an alternative to provide a gift voucher to a major regional shopping centre to the value of \$150 to provide a greater choice to elected members than the hamper.

Elected Member's Family Christmas Picnic

It has been suggested that an Elected Member Christmas Family Picnic be hosted to involve Councillors and their families in a daytime activity. In the past this has not been an annually hosted event and is therefore submitted to the Committee for consideration.

COMMENT/FUNDING

The Elected Member Christmas Hampers have been presented in previous years and funds are available in the 2003/04 budget for this purpose. Either a hamper or gift voucher will have the same funding implications.

Total costs for the Hampers or Gift Vouchers to be \$2,250.

If a decision to host an Elected member's Family Picnic is agreed with a further report including costing will be presented to House Committee.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee:

- 1 AGREES that each Elected Member be presented with a Christmas hamper with choices of food and beverages OR GIFT VOUCHERS to the value of \$150 each with associated costs being charged to Account 1-0510-3799-0102-9999.
- 2 CONSIDERS the hosting of an annual elected members' family Christmas picnic day.

MOVED Mayor Carlos, SECONDED Cr Mackintosh that the House Committee AGREES that each Elected Member be presented with a Christmas hamper with choices of food and beverages to the value of \$150 each with associated costs being charged to Account 1-0510-3799-0102-9999.

Discussion ensued in relation to the continuation of Christmas hampers for elected members, or alternatively the provision of a gift voucher to the value of \$150

It was agreed that the suggestion of a picnic day for elected members not be progressed.

The Motion was Put and

CARRIED

ITEM 4 ELECTED MEMBER HOSPITALITY LUNCHEONS - [59064]

WARD - All

PURPOSE

The purpose of this report is to request direction on the hosting of regular Elected Member Hospitality Luncheons.

EXECUTIVE SUMMARY

It has been proposed that Council schedule Elected Member Hospitality Luncheons on a regular basis providing Elected Members a set number of opportunities to host luncheons with local stakeholders and community groups.

BACKGROUND

Currently the City does not roster regular hospitality lunches for Elected Members and their guests, rather offers a more casual approach on an individual basis with Mayoral approval.

DETAILS

As part of the annual Civic Function, the City hosts a number of specific hospitality lunches based on particular organization and stakeholder groups, for example JBA and Politicians.

It has been requested that House Committee consider the hosting of regular Hospitality Luncheons that are not 'market specific', each being assigned to specific Elected Members on a roster system to a specified number per annum. For example, the City may choose to host luncheons every 6 weeks with 3 Elected Members rostered each time to host a table of a total of 10 people, including themselves.

Other Council activities in this area are as follows:

CITY OF STIRLING

- ❑ Each elected member is allocated 2 lunches and 6 dinners per year.
- ❑ Each elected member is permitted 9 guests (tables of ten)
- ❑ Bookings are done on a roster system
- ❑ Guests are City related, ratepayer groups, stakeholders or local community groups
- ❑ Invites are not sent out
- ❑ Mayor is not required to give approval

CITY OF PERTH

- ❑ Each elected member is allocated a budget per year
- ❑ Each elected member is permitted 9 guests (tables of ten)
- ❑ Guests are expected to be City related, ratepayer groups, stakeholders or community groups.
- ❑ Dining room is available each Friday for lunch
- ❑ Elected Members are allowed to bring 9 guests to the dining room on a Saturday, and the guests can consist of family, friends etc.
- ❑ The HYATT is contract caterer
- ❑ NOTE: The City of Perth holds very few other appreciation functions.

CITYS OF WANNEROO & MELVILLE

- ❑ No regular Hospitality Luncheons scheduled.

COMMENT/FUNDING

Should Council host regular Hospitality functions it would be recommended to limit numbers to each luncheon to a maximum of 30 attendees to ensure the Dining Room in its current layout could be utilized.

Sample Lunch Menu and Costing for consideration:

Main Course & Dessert; \$25 per person

Grilled fish served with in season vegetables & fresh garden salad
Fresh Fruit Salad served with Chantilly Cream and Caramel Sauce
Selection of three cheeses with crackers
Tea/or freshly brewed coffee with mints

Drinks: Estimated at \$ 4.00 per person

Waitstaff

The number of staff would depend on the number of guests at \$17.50 per hour each waitperson.

TOTAL ESTIMATE \$ 31.00 per guest
 \$930 per luncheon (based on 30 people)

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee:

- 1 **GIVES** consideration to hosting regular Elected Member Hospitality luncheons on a rotation basis;
- 2 **AGREES** to the format, budget and regularity of hospitality luncheons should they be agreed to.

MOVED Cr Mackintosh, SECONDED Cr Walker that the House Committee:

- 1 **GIVES** consideration to hosting regular Elected Member Hospitality luncheons on a rotation basis;
- 2 **AGREES** to the format, budget and regularity of hospitality luncheons should they be agreed to;
- 3 **AGREES** to trial the holding of three luncheons between the months of March and September 2004, comprising the Mayor and five Elected Members, with each Elected Member inviting an appropriate number of guests.

Discussion ensued.

The Motion was Put and

CARRIED

ITEM 5 COUNCIL HISTORIC HONOUR BOARDS - [59064]

WARD - All

PURPOSE

The purpose of this report is to discuss options for the relocation of the historic Council Honour Boards currently located within the Civic Centre.

EXECUTIVE SUMMARY

It has been proposed that the City consider relocating the historic Council Honour Boards from their current location, in the corridors leading to conference rooms, to a more accessible and prominent position within the City's buildings.

BACKGROUND

In November 2000 the City's House Committee agreed to place the former City of Wanneroo honour boards in their current location.

Since this time it has been requested on a number of occasions by Elected Members and the general public to relocate these boards in a more prominent position and out of the secured area. This was discussed at House Committee on 1st July 2003 at which time it was recommended that Council do not proceed with the removal and relocation of the honour/roll boards the main foyer within the Joondalup Civic Centre.

DETAILS

Three sets of City of Wanneroo Historic Honour Boards, each with a number of Perspex 'strips', are currently located in the corridor outside Council Conference Rooms. This area is security locked resulting in restricted access to the general public for viewing.

A number of locations have been identified for consideration:

- ❑ Local Studies area of the Joondalup Library (internal wall)
- ❑ Foyer entrance, ground floor, Civic Centre (limestone wall)
- ❑ Stairwell walls between ground and first floors, Civic Centre (limestone wall)

COMMENT/FUNDING

The cost of relocating the three sets of Honour Boards will be \$920 regardless of location chosen.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee:

- 1 **CONSIDERS** the relocation of the historic City of Wanneroo Honour Boards to provide greater public access;
- 2 **APPROVES** a relevant location, should relocation be agreed upon.

MOVED Cr Kimber, SECONDED Cr Mackintosh that the House Committee DOES NOT proceed with the removal and relocation of the honour/roll boards.

Discussion ensued in relation to relocation of the honour/roll boards to a more appropriate location to allow greater access by the public.

It was agreed that the boards remain in the current location, with consideration being given to a change in security arrangements to allow members of the public access to the corridor passage for the purpose of viewing the honour boards.

The Motion was Put and

CARRIED

ITEM 6 CERTIFICATE OF RECOGNITION FOR ELECTED MEMBERS - [59064]

WARD - All

PURPOSE

The purpose of this report is for House Committee to give consideration to the production and presentation of Certificates in Recognition of Service by long standing Elected Members.

EXECUTIVE SUMMARY

It has been proposed that Council present long standing Elected Members with Service Recognition Certificates.

BACKGROUND

Currently the City does not provide Elected Members with Service Recognition Certificates.

The Department of Local Government and Regional Development have proposed a policy for the issue of Certificates of Recognition following eight years of qualifying period as per attached letter.

DETAILS

Whilst Elected Members are provided gifts at the time of retiring from their term of office, there is currently no policy for certificates being presented for long serving elected members. House Committee have been requested to give consideration to adopting the Service Recognition Certificate policy as outlined.

COMMENT/FUNDING

Should Council agree to presentation of Service Recognition Certificates the anticipated costs for framing would be minimal and can be covered by approved operational Governance – Elected Member budget.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the House Committee AGREES to:

- 1 Policy Terms forming Attachment 1 to this Report outlining Provision of such Certificates;
- 2 associated framing and presentation costs to be covered by the Governance – Elected Member Budget.

MOVED Cr Kimber, SECONDED Cr Mackintosh that consideration of the matter pertaining to the presentation of certificates of recognition for Elected Members be DEFERRED and that a further report be submitted to the House Committee, reviewing this issue in conjunction with the Policy for retiring Elected Members.

Discussion ensued regarding the presentation of certificates to long standing elected members. It was felt that certificates should be presented to all elected members in recognition of their term of office.

It was agreed that this matter be deferred with a view to formalising a policy appropriate for the City of Joondalup, using the policy issued by the Department of Local Government as a guideline.

The Motion was Put and

CARRIED

GENERAL BUSINESS

Invitations

Mayor Carlos advised problems were being experienced in receiving replies to invitations, thereby causing set-up/catering issues.

DATE OF NEXT MEETING

The next meeting of the House Committee to be advised.

CLOSURE

There being no further business, the Deputy Chairperson declared the meeting closed at 1800 hrs.